



## Job description – Headmaster's PA

**Job Outline:** To provide executive and administrative support to the Headmaster and assist in the smooth running of the administration in the school. Due to the nature of this position, the highest levels of confidentiality must be maintained at all times.

**Responsible to:** Headmaster

### **Main Duties and Responsibilities:**

To provide confidential support to the Headmaster including, but not limited to the following:

Provide a link between parents, staff, visitors and the Headmaster.

Deal with incoming and outgoing correspondence and telephone calls.

Maintain the Headmaster's diary and alert him to all deadlines and events.

Arrange staff appraisal meetings and teaching observation times as requested.

Make a record of parental complaints and pupil incidents.

Prepare ISI documentation with Headmaster and SMT and maintain ISI Portal as necessary including updating calendar and upload required pre-inspection documents.

Support Headmaster and SMT in preparation of SEF and collation of inspection evidence.

Support Headmaster in preparation of School Development Plan.

Take Minutes of weekly SMT meeting and distribute.

Produce agenda for Staff Meetings as required.

Liaise with Secondary Schools and the Headmaster and Head of Juniors re Common Transfer Forms

Maintain all pupil files in Headmaster's office including filing all correspondence and reports.

Maintain the Policy Review Schedule. Update policies on website.

Collate certificates, etc, for Friday Assembly

Organise Speech Night

Organise Carol Service guest invitations and arrange seating.

Organise other ad hoc events during the year such as Science days, Youth Conference.

Update website with new Term Dates when they are set by SMT

Provide secretarial assistance to Designated Senior Person (ie, Safeguarding Lead) as required.

Provide Reception office cover on occasions

### **Safeguarding**

Have due regard for safeguarding and promoting the welfare of children and to follow safeguarding procedures.

Reviewed and updated June 2023